

## **German National Tourist Office Call to Tender**

(in accordance with VOL = the procurement and tender process by the German Federal Ministry for Economic Affairs and Energy)

- a) Name and address of the entity calling for this tender, granting the award and where the "expression of interest" should be received: **German National Tourist Office, 122 East 42<sup>nd</sup> Street Suite 2000, New York, NY 10168, alexandra.lehmann@germany.travel**
- b) **Type of award:** Single tender procedure with a call for Competition (according to VOL)
- c) **Mode of application and offers to be submitted:** all documents have to be supplied in writing by mail
- d) **Type, volume and location of service procurement:**

### **Provision of brochure distribution and fulfillment services at the East Coast of the U.S.**

The contract will consist of but shall not be limited to the following services:

- The warehouse receives brochures shipped on pallets directly from our head office in Frankfurt/Germany or from tourism partners in Germany
  - In addition, our U.S. offices are sending in collateral promotional material, occasionally
  - Conduction of mailings. The majorities of such mailings are classic shipments containing one or a few items which are individually assembled. Furthermore, bulk mailings with large quantities of the same item, e.g. for events or to partners from the trade industry, consulates and GNTTO offices (house orders) are being sent out, regularly.
  - Reporting and invoicing
  - Brochure fulfillment
- e) **If applicable, number, size and mode of bids:** see tender documents
  - f) **If applicable, additional admission of further bids:** additional bids allowed
  - g) **Applicable rules as to the completion date:**  
  
Service commences: After the contract has been awarded  
Service terminates: June 30, 2018  
**An optional extension of one-year based upon performance, decided upon by GNTTO, can be awarded.**
  - h) **Name and location of place where the tender documents can be viewed:**  
<http://www.germany.travel/en/germany/about-us/standard-terms-and-public-procurement/calls-for-tender.html>, click on "about us" and continue to "calls-for-tender"
  - i) **Deadline for application:** **May 19, 2017**
  - j) **Possible security deposit to be supplied:** not applicable
  - k) **Mode of payment or location of explanatory documents:** see tender documents
  - l) **Documents that have to be supplied so that the bids can be assessed as to the suitability of the bidder:** see tender documents
  - m) **if demanded, the amount of cost for duplication of bids applicable to The Open Procedure:** not applicable
  - n) **Criteria used for the tender:** see tender documents